

Circulation Policy

Patrons must be registered for membership in order to borrow materials and for use of technology. Specific requirements are as follows:

- Must have an Alabama Driver's License with correct address. If license has incorrect address, proof of residency will be required (such as utility bill). Librarian should be made aware of any address or phone number change.
- Membership is free to patrons living in St. Clair County. Those who live outside of St. Clair County can get a member card for a one-time fee of \$10.00.
- Children aged 6-17 may open a Library card only with permission of a parent or legal guardian. The application for a minor's card shall request a valid email address for the parent or guardian to receive notification of all circulation transactions. The minor's application shall allow the parent or guardian to determine the degree to which the minor child is permitted to select their materials for check out. The parent or guardian may update this permission at any time by asking at the Circulation Desk.
- If card is lost or stolen, it must be reported immediately. Replacements cards are \$1.00.
- Each patron is responsible for materials checked out on their member card.
- New members may check out two book items. Upon return, the limit is 20 items per card and 5 per children's card. DVDs are counted as part of the 20 item limit.
- Books and Books on CDs are checked out for two weeks and may be renewed twice if no reserves are placed on the item.
- Overdue charges are \$0.10 per book item each day late not to exceed \$5.00 per item. Books turned in after 6:00 PM will be considered returned next day.
- DVDs are checked out to adult patrons (18 and up). Overdue charges are \$1.00 per item each day late not to exceed \$5.00 per item.
- Patrons having lost or damaged items shall be charged replacement fee.
- The librarian may deny service to any person for failure to return borrowed items or refusal to pay fines.

Fines Per Item Each Day (Maximum \$5.00 per item)

All Circulating Items: .10 per item per day

- Any records of a public library, indicating the identity of any individual who borrows or uses the Library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the Library. The Library adheres strictly to AL Code § 41-8-10 (2023) which protects a Library patron's right to privacy while maintaining the right of a parent or guardian to access all information regarding their minor child's Library account.

Technology Usage Policy

- Access time is limited to a maximum 3 hours per day with a 30-minute timeout period if other patrons are waiting
- Installation, downloading, or any modification of software is prohibited
- Users will respect copyright laws and licensing agreements
- Users will not attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment and software
- Users must have a Library card free from any charges
- Prompt payment is required by users who incur charges for printing
- Workstations will not be reserved unless for testing purposes
- Users will respect the privacy of other users
- Users will be courteous to others and not use their cell phones while at workstations or in the Library
- Anyone not following the above policy will be prohibited from future use of any workstation access and will be duly noted on member account

Internet Usage Policy

Internet is available to all member patrons; however, the same is not a part of the children's or young adult "collections." Wi-Fi is offered as a service to our patrons when the Library is closed.

The Internet makes available a wide variety of, but some sites are unsuitable for children and offensive to many adults. It is an unregulated medium. Unfortunately, we cannot filter out such

sites without also eliminating access to many good resources. We have no control over Internet

information and we caution that objectionable sites do exist. Library policy prohibits the use of its

Wi-Fi or computers to access sites which may be construed as obscene. Individuals who access

such sites may lose their technology and Internet privileges. Parents should monitor their child's

activity at all times while in the Library.

- The Library staff may provide assistance in using the Internet upon request as time permits but cannot provide in-depth assistance nor can they provide supervision for minors. Technology books located in the Library can be helpful tools.
- Library complies with Federal CIPA Law (Children Internet Protection Act). CIPA is a filtering software that protects children in public facilities from offensive and inappropriate materials. Children under 15 must have a parent or legal caregiver present to use the technology. The Library cannot guarantee the effectiveness of the software in use nor can the Library be responsible for any failure on the part of any software to block all questionable sites. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or caregiver. Parents or caregivers are responsible for the Internet information accessed by their child.
- Users are not allowed to download any software programs, connect own equipment, or alter the equipment in any way. The Library staff reserves the right to terminate a user's privilege if violations with Internet or equipment arise.
- The Library or staff are not responsible for any direct or indirect damage related to the use of information obtained through the Internet. The Library does not guarantee connection or service provided to the Internet.

- Patrons must sign in and out to use the computer. Statistical data is drawn from the amount of usage. It is the responsibility of the patron to pay for any printing at .25 cents per black & white page and .50 cents per color page. Use of outside disks or CDs is at the Librarian's discretion.
- Failure to use the technology and Internet responsibly as defined in this policy will result in the loss of privileges.

The following actions are not permitted when using the technology:

- Harassing other patrons
- Downloading offensive material
- Using obscene language
- Damaging the workstation and/or software
- Disturbing others
- Personal files created and saved on computer
- Chatting or Instant Messaging
- Use of Cell Phones